



MEMORANDUM

TO: Heads of Agencies, Boards and Commissions

FROM: Michael S. Schwartz
Director

DATE: May 18, 1998

RE: Procurement Training Sessions

The Illinois Procurement Code (30 ILCS 500/1-1 et seq.) ("the Code") makes many changes in the laws governing State procurements. Proposed rules needed to implement and interpret the Code were published in the Illinois Register on May 15, 1998. In order to further assist you in understanding the changes, we have scheduled a series of meetings to discuss the Code, the proposed rules and new procedures.

Meetings have been scheduled on June 2 in Springfield and June 3 in Chicago for Chief Legal Counsels and for individuals recommended for appointment by each agency as State Purchasing Officer. The tentative start time for these meetings is 10:00 a.m. The meetings are intended as a forum for agencies to discuss and offer proposed solutions to potential problems they have identified with the Code or the proposed rules. If your agency wants to send your Chief Legal Counsel or recommended State Purchasing Officer to either of these meetings, please confirm by noon on May 26, 1998, so we may schedule appropriately sized rooms. Please contact Debby Durako at Steve Seiple's office (217/782-9669) to confirm.

Beginning in mid-June, my staff will conduct a series of more detailed meetings to help familiarize agency procurement staff with the new procedures required to implement the Code and the rules. The meetings will be scheduled in Springfield, Chicago, Marion and Rockford. Springfield sessions will be held on June 17, 18, and 19 from 9:00 a.m. - 1:00 p.m. at the Howlett Building auditorium. Chicago sessions will be held on June 24-25 from 8:30 a.m. - 1:00 p.m. at the James R. Thompson Center Assembly Hall. The specific dates, times and locations for the Marion and Rockford sessions have not yet been determined. If you are interested in sending staff to one of these sessions, please confirm by May 26, 1998, giving the number of attendees (a maximum of 12 attendees per agency in aggregate for the sessions is allowed), location and date desired (please give one alternate). Please contact Barb Eddings at Rob Kirk's office (217/782-1190) to confirm attendance and provide the names of the individuals attending the meetings for procurement staff.